



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: The National Gallery

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
K. KULSINSKAS		✓		✓						✓	<i>[Signature]</i>	08-04-24
V. DALIULEVICIUS		✓		✓		✓				✓	<i>[Signature]</i>	08-04-24
K. KULSINSKAS				✓				✓			<i>[Signature]</i>	24-04-24
J. BASQUILLE		✓				✓					<i>[Signature]</i>	10/06/24
K. WARNER				✓		✓					<i>[Signature]</i>	10/06/24
KES KULSINSKAS				✓							<i>[Signature]</i>	18/06/24
K. KULSINSKAS			✓								<i>[Signature]</i>	24/06/24
Bobbe Romberg		✓	✓	✓		✓	✓				<i>[Signature]</i>	28/06/24



## METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS  
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NG200	MS REF:	001 P02
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	VIRGINIJUS BAHULEVICIUS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
3	SLAV. SIKONOV	22-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
4	DAVE SANDERS	29-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Kacee Warner	03/05/24		I confirm that I have read and understood the Risk Assessment and Method Statement
6	Dean Conyers	12/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
7	Jon Brimmer	14/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
8	BOBU RAMSINGH	24/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position:

Site Manager

Print Name:

K.Kulsinskas

Date:

08-04-24






**WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER**

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

Site Manager's Daily Safe Start						
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):  01/07/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02

**Location and description of work: Installing temporary door sets and window boards**

### Site Manager's Daily Sign Off

		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday		01/07/2024	D Sanders		Personal safety in or around Vehicles
Tuesday		02/07/2024	D Sanders		Pollution controls
Wednesday		03/07/2024	D Sanders		Hand arm vibrations
Thursday		04/07/2024	D Sanders		Safe use of hand tools
Friday		05/07/2024	D Sanders		Fire precautions and equipment
Saturday		06/07/2024	N/A		N/A
Sunday		07/07/2024	N/A		N/A

Operatives Daily Sign Off

[illegible]

Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved	Yes	No	N/A
<b>1. Method statements, risk assessments and permits</b>			
Have you read and understood the method statement and risk assessment for the task?	✓		
Is everyone on your team briefed on the method statement for the task?	✓		
Have you carried out your weekly toolbox talk?	✓		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?	✓		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?	✓		
<b>2. Place of work</b>			
Are you satisfied that your team has a safe place to work?	✓		
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers			
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?	✓		
Are third parties and members of the public securely protected from falling materials?	✓		
Does your team know the safe access and egress routes to their places of work?	✓		
<b>3. Task specific</b>			
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?	✓		
Are you confident there are no health and safety risks in your work task(s)?	✓		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?	✓		
Are the team equipped with the correct PPE to carry out the task?	✓		
<b>4. Variations</b>			
Have the team members changed? (If yes revise)		✓	
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)		✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pollution controls	Date: 02/07/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D CONYERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUIEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
B RAMSING	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended  
6

Duration  
30 mins

Total Time  
3 hours

Employer Reference  
2453745



## Toolbox Talk No. 73 POLLUTION CONTROL

### SOURCES OF POLLUTION

- Pollution can affect the air, land or water courses such as streams
- Smoke, fumes, dust, exhaust emissions and vapours all pollute the air
- Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land
- In some cases, land pollutants can enter waterways directly or via the surface drains and pollute domestic water supplies many miles away
- Excessive noise levels are also regarded as a form of pollution
- Work with asbestos, lead and radiation are other sources of pollution for which strict control measures must be in place

### CONTROL OF POLLUTION

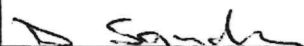
- Always use harmful substances with care and dispose of used and empty containers in the proper manner
- Store bulk quantities of substances such as diesel, oils, greases, etc. on a hard standing to avoid seepage of leaks and spills into the ground. You may also need to consider bunded storage, depending on the size of the containers
- If practical, create a bund wall around the hard standing to prevent spillages reaching the surrounding land
- Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces – allow exhaust emissions to disperse
- Do not leave engines of plant running when they are not being used
- Electrically powered plant and equipment is more environmentally friendly
- Engine driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids
- Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly water courses
- Reduce noise levels arising out of your work activities where possible
- If you are aware of any leak or spillage of any substance which you believe could result in pollution, inform your supervisor immediately

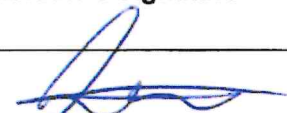
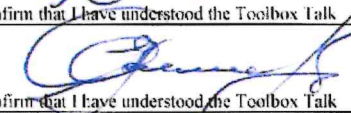

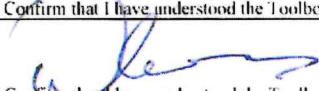
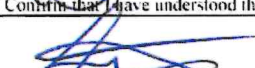
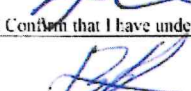
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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe Use of hand tools	Date: 04/07/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K KULSINKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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No. Attended  
6

Duration  
30 mins

Total Time  
3 hours

Employer Reference  
2453745



## Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

### ***CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.***

#### **THE BASIC RULES ARE:**

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. Don't use a file without a handle.
7. Don't use a chisel or screwdriver as a pry bar.

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